

Renewing Your Your Digital ID

****Before proceeding, please check to see that your email address, first name, last name, or organization name has not changed since your original digital certificate enrollment. If this information has changed, please contact your registration authority.*

Step 1: You will receive an email 30 days prior to your digital certificate expiration. You can renew your digital certificate 30 days early or 1 day before expiration. The length of your digital certificate will remain the same even if you renew 30 days early. The email you receive will read as:

Dear CustomerName

Our record indicates that your Digital ID will expire on 01-JAN-04. If you have already renewed your Digital ID, please ignore this notice.

Please visit

<https://onsite.verisign.com/services/InformationNetworkofKansas/client/userRenewal.htm>

to renew your Digital ID.

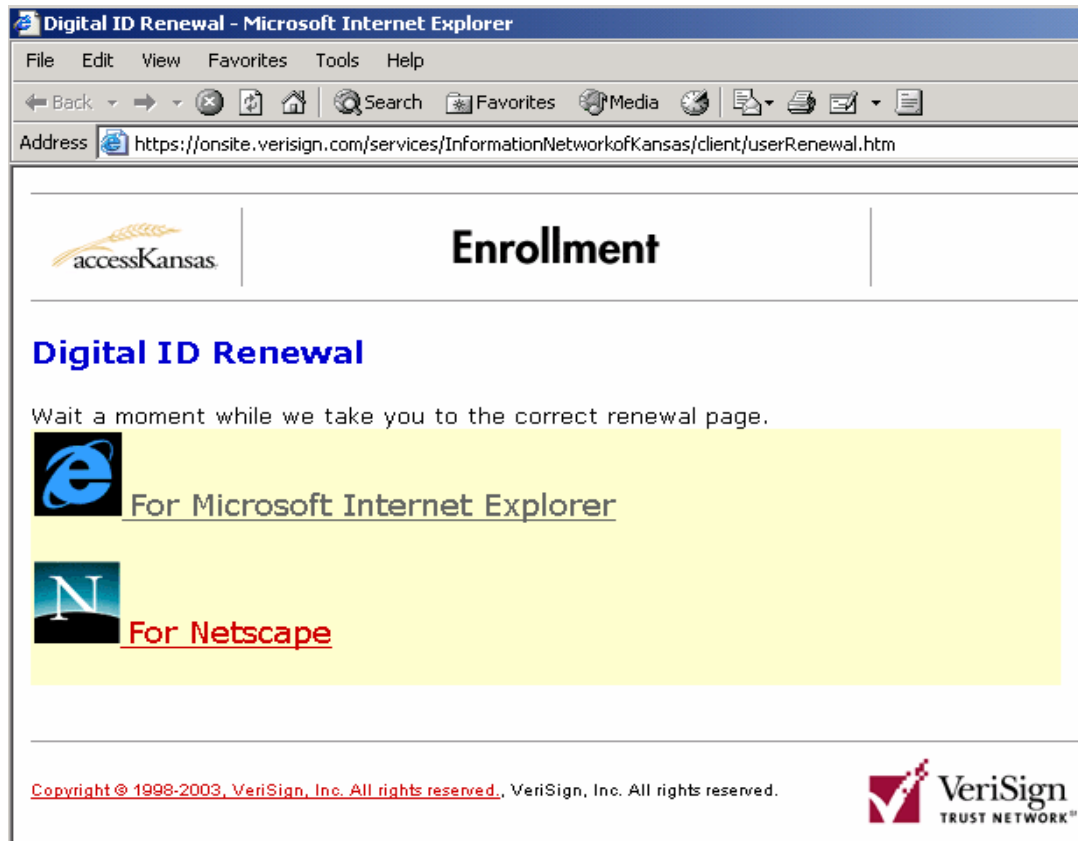
Note to Netscape users: To complete the renewal process, you may need the Challenge Phrase you used to enroll for your original Digital ID, and the following Renewal ID Number:

Your Renewal ID number is: 1234567890

If you have any questions or problems, please contact your Administrator by replying to this e-mail message.

Step 2: When you are ready to renew your digital certificate, click on the link you received in the email:

<https://onsite.verisign.com/services/InformationNetworkofKansas/client/userRenewal.htm>



Step 3: Select the type of web browser you are using

If you are using Netscape, skip to Netscape Step 1.

If you are using Internet Explorer, please use the following instructions:


Internet Explorer Step 1: If your first name, last name, email address, and organization name have not changed click Renew. (Note: Internet Explorer users will have a Personal Trust Agent within their browser that is storing their information. This is why your name, email address, and organization name are not displayed on the page. You can click renew to continue if you have a valid digital certificate currently stored in your Internet Explorer browser).

Digital ID Renewal - Microsoft Internet Explorer

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Address <https://onsite.verisign.com/services/InformationNetworkofKansas/client/userRenewalMS.htm>


 **Enrollment**

Help with this Page

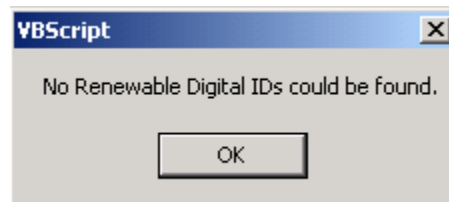
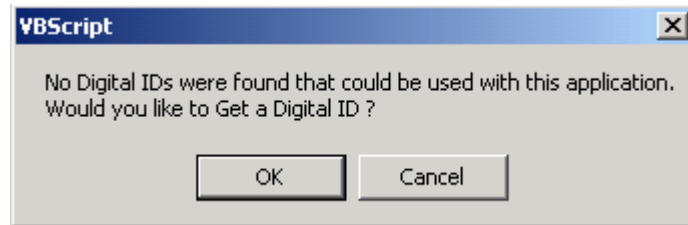
Digital ID Renewal

 If information above is correct, click Renew to continue.

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Internet Explorer Step 2A: If you do not currently have a valid digital certificate in your browser you will receive the following message. Examples would be that your certificate expired, you recently upgraded operating systems, or your certificate was revoked. If your digital certificate has expired, please contact your registration authority to begin registration again.



Internet Explorer Step 2B: If you have a valid certificate in your Internet Explorer browser, you should receive the following confirmation:

Netscape Step 1: If your first name, last name, email address, and organization name have not changed click **Renew**.